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UNITED STATES GOVERNMENT

TO Deputy Director of Training (General) DATE: 26 Feb 53

: Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period - 20-26 February 1953

25X1 25X1 Project 52-2. A resume of the academic program at 25X1 and a list of required information to be submitted by applicants for the program was prepared in collaboration with the Chief, Programs Division. This resume will be distributed to persons attending the briefing 25X1 on the program which is scheduled for 1000 hours on Friday, 27 February 1953.

- Project 52-17, Near East Language and Area Program. A meeting has been scheduled for 1400 hours today, with officials of FSI, to discuss and review the status of the subject program.
- Project 52-18, Training for New Personnel. CIA Regulation on Training for New Personnel still in process of review by the Staffs and operating Divisions under the DD/P and DD/I. A comprehensive check on the status of this regulation will be made early next week through Emmett Echols.

Project 52-19, Revision of CIA Regulation Draft of training form to 25X1 be used in requesting training under coordinated with DD/TR(G) and 25X1 Chief, Programs Division, and now in process of revision in line with their comments. Regulation and form will, upon completion, be presented together to D/TR and DD/TR(G) for approval.

Project 52-37, Collection and Source Exploitation Manual. In suspense pending completion of Project 53-13.

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Project 52-47. Project , NEA Project Officer 25X1 requested informally that NEA be permitted to use a JO Train-25X1 ing slot to recruit a prospective program candidate. He stated that the training slot would be used only for the recruitment of the candidate, after which he would be transferred to a NEA Division slot. The Acting Chief, Junior Officer Training Division, informally advised that the request probably would be acted upon favorably. _____ was advised 25X1 to submit his request in writing to the D/TR stating the purpose and length of time he desired to use the JO slot.

Project 52-55, CIA-State Exchange Training Program. A meeting was held with 25X1 to attempt to resolve the differences between the Office of Personnel and OTR re the payment of salary differential to participants whose CIA salary exceeds the Foreign Service salary. It was agreed that CIA participants should not be forced to take a financial loss if accepted for the program. A memo confirming the agreement on paying of salary differential and concurring in the remainder of the Memorandum of Information was drafted and forwarded to the AD/Personnel.

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- 8. Project 53-2, CIA Regulation on Training for Specified Duty Assignments. Proposed CIA Regulation on Training for Specified Duty Assignments in process of major revision with development of comprehensive policy statement to cover training of both new and on-duty personnel at various grades with various training and experience for various duty assignments. Upon completion, regulation will be presented to D/TR and DD/TR(G) for review and comment.
- 9. Project 53-3, Publications (Training Bulletin). The Vice President has completed his review and editing of his comments to the 9th Orientation Course, and his approved statement is in the hands of the DCI. Upon referral to S/PP, it can go to press. advised that the remarks of Allen Dulles. General Smith, and are being transcribed at the moment and will be forwarded to S/PP shortly. The remarks of these speakers will be issued as Bulletins.

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Project 53-4. Revision of CIA Regulation Proposed revision of CIA completed, approved by and presented to D/TR and DD/TR(G) for approval. Upon return to S/PP, regulation will be forwarded to for official promulgation.

Project 53-10, Training Plan for the Office of Logistics. Draft of training functions of the Office of Logistics and their relation to the Office of Training completed, and in process of review by the Chief, S/PP, before presentation to the D/TR and DD/TR(G). advises that the Office of Logistics does not want any slots for the Logistics Conference, 16-19 March.

- Project 53-13, Glossary of Intelligence Terminology. Initial drafting of S/PP version is nearing completion, but conclusion of it and appropriate review and rewriting seem impossible by original deadline. Because of this situation, and because informal coordination indicates that others working on this enterprise are in a similar predicament, extension of the deadline to close of business 10 March is being requested.
- Project 53-14, NATO Seminar. Upon request of OCI, an additional slot was requested and approved by FSI for participation in the NATO Seminar. FSI advised that the Seminar would be attended by foreign nationals - one British Major General, a British Brigadier, and several high ranking French military members of the NATO Standing Committee. In view of this situation, I&S was consulted as to the specific security briefing of Agency participants. The Chief, Progress Division, will conduct these buildings.
- 14. Project 52-16, Training Problems of the PM Staff. As a result of conferences with the Training Officer of the PM Staff, it was learned that this Staff is reviewing job families and professional training patterns in order to administer more effectively the Career Service Program of that Staff as it relates to training recommendations in connection with the Personnel Evaluation Report, and also for the basic training of new personnel entered on duty. The Training Officer requested information as to how the FM Staff could receive the benefits of the Human Resources Program and Supervisory and Management Training within the Staff. This information has been communicated to the Chief, Management Training Division, who will establish contact with the PM Staff.

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15. The following projects, all CIA Regulations, are completed in draft form and are in process of review by Chief, S/PP, before presentation to D/TR and DD/TR(G):

Project 52-71, Revision of CIA Regulation

Project 53-1, CIA Regulation on Language Training.

Project 53-7, CIA Regulation on Junior Officer Program.

Project 53-11, CIA Regulation on Processing of Personnel Into the Armed

16. The following projects are in process:

Forces.

Project 51-3, Summer Seminar on the Near East.

Project 52-68, Active-Duty Mobilization Training of G-2 Designees With CIA.

Project 53-5, CIA Regulation on Clerical Training.
Project 53-6, CIA Regulation on Management Training.

